

INSTRUCTIONS FOR AN APPLICATION
FOR HEARING BEFORE BOARD OF ZONING APPEALS

1. Fill out **pages 1 and 2** as completely as possible. Please **sign and date page 2**.
2. Fill out **page A** (special permit), **page B** (variance or finding), **or page C** (interpretation), depending on the type of decision you are applying for. Please provide as much detail as possible, including sketches and site plans if necessary, and a copy of the letter of denial from the Building Commissioner.
3. Fill out an **abutters request form** and submit it to the Assessor's office. These forms are attached to the applications or located at the Building Department or Assessor's office. This is a list of property owners abutting your property. Please allow a maximum of ten (10) working days for this request to be completed.
4. The **original application** with all applicable attachments, including the abutters list, must be filed with the Town Clerk accompanied by a non-refundable filing fee. (See attached list for fee amount). Please make your check payable to the **Town of Westminster**.
5. The applicant is required to make **thirteen (13)** copies (twelve (12) are submitted to the zoning board and one (1) for the applicant) of the original application plus attachments, including the abutters list and submit everything to the Town Clerk.
6. The Board of Zoning Appeals will set the date and time of the hearing when they have received the completed application. They will notify the applicant and the abutters by mail. The board also sends a legal notice as required by law, to the local newspaper to be published.
7. Submit a **certified copy of the deed** and a **plot plan or tape survey** of your land at the hearing scheduled by the Board of Zoning Appeals. The plot plan or tape survey should be prepared by a surveyor or architect, certifying the property lines, area, and location of buildings, with notations as to distances from lot lines, including other pertinent information relative to the subject of your appeals petition. Failure to submit these documents may result in the board not being able to properly act on your petition and may result in a denial of your application.

NOTE: It generally takes a minimum of six (6) weeks for your petition to be processed, appropriate notices given, publication arranged, and a hearing date established.

Town Clerk:

Town Hall

874-7406